

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **013**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **MCI-Concord, SFU
Building, Concord, MA**

Internship Track: **Strategic Research
and Planning**

Hours/Schedule: **20 hours/week
minimum**

Duration:
Full Semester

Position Description: **Conduct research and analysis relevant to prison population or related topics of interest to the Department. Conduct a literature review of best practices on a specific topic. Look at a policy change and conduct an analysis of its impact on the Department and the larger criminal justice system. Work with research staff to collect, code analyze and package data on the inmate population. Respond to requests for information about the inmate population from within or outside the agency including generating descriptive analysis of the correctional population.**

Responsibilities/Major Duties: **Compile and review relevant literature on a research topic and summarize information in a document; use SPSS, Excel, MS Word to prepare reports and compile aggregate data on a research topic; assist staff with generating and packaging information in a report.**

Preferred Qualifications: **Interest in criminal justice research and issues affecting prisons, strong verbal and writing skills, good analytical skills, enjoy working with numbers and preparing reports that summarize information.**

How to apply:

Mail Internship Application to:

Carol Thomas, Director

Office of Diversity & Equal Opportunity

50 Maple Street, Milford, MA 01757

Fax: (508) 422-3624

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.